MATERIAL REVIEWED AT CIA HEADQUARTERS BY
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME: Personnel file:
Thomas B. CASASIN

INCLUSIVE DATES:

CUSTODIAL UNIT/LOCATION:

ROOM:

DELETIONS, IF ANY: Sources and methods

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL
9.8.78	10/10	Betsy WOLF	Betsy Wolf

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE.

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THIS FOLDER CONTAINS ALL PERTINENT INFORMATION/DOCUMENTS FROM CASASIN'S (P) PERSONNEL FOLDER FOR PERIOD 1955-1962. (IN MID 1962 CASASIN WENT OVERSEAS.)

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[redacted] BIOGRAPHIC PROFILE (PART ... DOB: 7 ... 192.

SERIAL NO.	NAME		DATE OF BIRTH	EOD DATE
...2	[redacted]	[redacted]	Jan 192.	20 Nov 1949

MARITAL STATUS	DEPENDENTS	YEARS OF BIRTH	US NATURALIZATION DATE(S)
...rried	...3	1923 1950 1..3	NA ... NA

CAREER STAFF STATUS	MEMBERSHIP	OTHER STATUS	LAST MED. EXAM. QUAL. FOR	EXAM. FOR
..✓	Jul 1954		...1 1962 ... PCS C/S	PCS C/S

CURRENT RESERVE STATUS	NONE	SERVICE	GRADE	ACTIVE DUTY	RELEASE	DEFERRED	RETIRED
	X						

ASSESSMENT DATE	PROFESSIONAL TEST DATE	LANGUAGE APT. TEST DATE
...one	None	None

NON-CIA EMPLOYMENT

1943-48 Military Service, US Army, 1st Lt. - Civil Censorship Officer, Japanese Translator & Instructor, Liaison Officer

1949 Guido Publishing Co, Baltimore, Md - County Editor of weekly paper

1949 Baltimore Housing Authority, Md - Administrative Officer

NON-CIA EDUCATION

942 Trinity College, Conn - French

..40-42 Sir George Williams College, Montreal, Canada - French

1945 Univ of Michigan, Army Language School - ..(1947), Oriental Civilization, Japanese

1951-52 Georgetown Univ Graduate School - International Relations

FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)

French - R, P, S, U, High; W, Inter(Feb 1962), Trans & Interp Aug 1957

Japanese - P, S, U, Inter(Mar 1962); R, W, Elem; Trans & Interp Aug 1957

AGENCY SPONSORED TRAINING

..49-50	[redacted]	1951	[redacted]	1960	...
1950	[redacted]	1954	[redacted]	1962	...Writer's Inst
1950	[redacted]	1954	[redacted]	1962	French
1950	[redacted]	1954	[redacted]		
..950	[redacted]	1960	Cland Serv Review		

CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)

EFFECTIVE DATE	POSITION TITLE - OCCUPATIONAL CODE		GRADE	SD	ORGANIZATION & ORGAN. TITLE (if any)	LOCATION
[redacted]						
..an 1955	" "	0136.01	14	DI	DDP/SR/FE Area	Tokyo
..b 1960	Ops Off	0136.01	14	D	DDP/SR/Ch, Br 6	HQ
..p 1962	" "	0136.01	14	D	DDP/SR/ME Area	
[redacted]						

DATE REV.	PROFILE REVIEWED BY	ITEMS 1-16 REVIEWED & VERIFIED BY EMPLOYEE
0 Apr 19..	...h	...o

; 1020 ... SECRET ... PROFILE

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SECRET

21. SERIAL NO.	BIOGRAPHIC PROFILE (PART 2)	
[redacted]		DATE OF BIRTH Jan 1921

23. NUMBER OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS

[redacted]

24. SUMMARY OF CAREER PREFERENCE OUT... REASSIGNMENT QUESTIONNAIRE

25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL

26. ADDITIONAL INFORMATION ..., 1955 from Director, FBI and the DCI for service in connection with Soviet Defectors.

Commendation 1955 from CIA Defector Coordinator for cooperation and competence in the handling of the defectors.

Commendation 1955 from the DCI for high degree of personal competence and devotion to duty.

Letter of Appreciation 1959 for suggestion which proposed revisions of Form 1050.

Appreciation 1961 from Commandant, USAF Command and Staff College for fine lecture.

27. DATE REVIEWED	28. PROFILE REVIEWED BY
20 Apr 1964	rmh

FORM NO. 1 FEB 57 1200 (PART 2) REPLACES FORM 1050 (PART 2) WHICH IS OBSOLETE. SECRET PROFILE

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PERSONAL HISTORY STATEMENT

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Instructions: 1. Answer all questions completely. If question does not apply write "not applicable." Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.

2. Type, print or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? YES (Yes or No)

SEC. 1. PERSONAL BACKGROUND

CASASIN

A. FULL NAME Mr. Mrs. Miss (Use No Initials) [redacted] (First) (Middle) (Last) Telephone: Office: NOT APPLICABLE Ext. Home: HO-7983

PRESENT ADDRESS [redacted] ST. PAUL ST - BALTIMORE, MD, USA (St. & No.) (City) (State) (Country)

PERMANENT ADDRESS [redacted] ST. PAUL ST - BALTIMORE, MD, USA (St. & No.) (City) (State) (Country)

B. NICKNAME [redacted] WHAT OTHER NAMES HAVE YOU USED? NONE

UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? NOT APPLICABLE

HOW LONG? IF A LEGAL CHANGE, GIVE PARTICULARS

(Where?) (By What Authority)

C. DATE OF BIRTH 20 JAN 1924 PLACE OF BIRTH BALTIMORE, MD, USA (City) (State) (Country)

D. PRESENT CITIZENSHIP USA (Country) BY BIRTH? YES BY MARRIAGE?

BY NATURALIZATION CERTIFICATE # NOT APPLICABLE ISSUED (Date) BY (Court)

AT (City) (State) (Country)

HAVE YOU HAD A PREVIOUS NATIONALITY? NO (Yes or No) (Country)

HELD BETWEEN WHAT DATES? TO ANY OTHER NATIONALITY? (Country)

GIVE PARTICULARS NOT APPLICABLE

HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? NO GIVE PARTICULARS

FORM NO.

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E. IF BORN OUTSIDE U.S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? N/A

PORT OF ENTRY? ________ ON PASSPORT OF WHAT COUNTRY? ________

LAST U.S. VISA ________ Number ________ Type ________ Place of Issue ________ Date of Issue

SEC. 2. PHYSICAL DESCRIPTION

AGE 24 SEX MALE HEIGHT 5'9½" WEIGHT 140

EYES BROWN HAIR BROWN COMPLEXION DARK SCARS FOREHEAD

BUILD SLENDER OTHER DISTINGUISHING FEATURES NONE

SEC. 3. MARITAL STATUS

A. SINGLE YES MARRIED ________ DIVORCED ________ WIDOWED ________

STATE DATE, PLACE, AND REASON FOR SEPARATION, DIVORCE OR ANNULMENT ________

B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE — INCLUDE ANNULMENTS — USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES.)

NAME OF SPOUSE NOT APPLICABLE (First / Middle / Maiden / Last)

PLACE AND DATE OF MARRIAGE ________

HIS (OR HER) ADDRESS BEFORE MARRIAGE ________ St. & No. ________ City ________ State ________ Country

LIVING OR DECEASED ________ DATE OF DECEASE ________ CAUSE ________

PRESENT, OR LAST, ADDRESS ________ St. & No. ________ City ________ State ________ Country

DATE OF BIRTH ________ PLACE OF BIRTH ________ City ________ State ________ Country

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY ________

CITIZENSHIP ________ WHEN ACQUIRED? ________ WHERE? ________ City ________ State ________ Country

OCCUPATION ________ LAST EMPLOYER ________

EMPLOYER'S OR BUSINESS ADDRESS ________ St. & No. ________ City ________ State ________ Country

MILITARY SERVICE FROM ________ Date ________ TO ________ Date ________ BRANCH OF SERVICE ________

COUNTRY ________ DETAILS OF OTHER GOV'T. SERVICE, U.S. OR FOREIGN

____

SEC. 4. CHILDREN OR DEPENDENTS (Include partial dependents)

1. NAME NOT APPLICABLE RELATIONSHIP ____ AGE ____
   CITIZENSHIP ____ ADDRESS ____ (St. & No. / City / State / Country)
2. NAME ____ RELATIONSHIP ____ AGE ____
   CITIZENSHIP ____ ADDRESS ____ (St. & No. / City / State / Country)
3. NAME ____ RELATIONSHIP ____ AGE ____
   CITIZENSHIP ____ ADDRESS ____ (St. & No. / City / State / Country)

SEC. 5. FATHER (Give the same information for stepfather and/or guardian on a separate sheet)

FULL NAME JOHN (First) BENJAMIN (Middle) [redacted] (Last)

LIVING OR DECEASED LIVING DATE OF DECEASE ____ CAUSE ____

PRESENT, OR, LAST, ADDRESS [redacted] ST. PAUL ST, BALTIMORE-18-MD-USA (St. & No. / City / State / Country)

DATE OF BIRTH 21 NOV 1893 PLACE OF BIRTH CENTREVILLE, MARYLAND, USA (City / State / Country)

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY N/A

CITIZENSHIP USA WHEN ACQUIRED? BIRTH WHERE? ____ (City / State / Country)

OCCUPATION AUTO DEALER LAST EMPLOYER EAST END AUTO CO - BALTIMORE

EMPLOYER'S OR OWN BUSINESS ADDRESS [redacted] PULASKI HWY, BALTIMORE, MD, U. (St. & No. / City / State / Country)

MILITARY SERVICE FROM 1915 (Date) TO 1919 (Date) BRANCH OF SERVICE ARMY AVIATION

COUNTRY USA, GT. BRITAIN DETAILS OF OTHER GOV'T SERVICE, U.S. OR FOREIGN.

NONE

SEC. 6. MOTHER (Give the same information for stepmother on a separate sheet)

FULL NAME ADRIENNE (First) MARGUERITE (Middle) [redacted] (Last)

LIVING OR DECEASED DECEASED DATE OF DECEASE 5 DEC 1947 CAUSE CANCER

PRESENT, OR LAST, ADDRESS [redacted] MILFORD AV, BALTIMORE, MD, USA (St. & No. / City / State / Country)

DATE OF BIRTH 14 AUG 1900 PLACE OF BIRTH ROMANS, DRÔME, FRANCE

CITIZENSHIP USA WHEN ACQUIRED? 1921 (?) WHERE? BALTO, MD, USA (City / State / Country)

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY NOV. 1919 - NEW YORK

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OCCUPATION MILLINERY BUYER LAST EMPLOYER EMPORIUM WORLD MILL'Y CO.

EMPLOYER'S OR OWN BUSINESS ADDRESS UNKNOWN, CHICAGO, ILL, USA
St. & No. City State Country

MILITARY SERVICE FROM NONE TO ________ BRANCH OF SERVICE ________

COUNTRY ________ DETAILS OF OTHER GOV'T SERVICE, U.S. OR FOREIGN.

NONE

SEC. 7. BROTHERS AND SISTERS (Including half-, step-, and adopted brothers and sisters)

DL 73452

1. FULL NAME HENRI ADRIEN [redacted] AGE 23
First Middle Last

PRESENT ADDRESS [redacted] SIMMONS AV, BALTIMORE, MD, USA - USA
St. & No. City State Country Citizenship

2. FULL NAME ________ AGE ________
First Middle Last

PRESENT ADDRESS ________
St. & No. City State Country Citizenship

3. FULL NAME ________ AGE ________
First Middle Last

PRESENT ADDRESS ________
St. & No. City State Country Citizenship

4. FULL NAME ________ AGE ________
First Middle Last

PRESENT ADDRESS ________
St. & No. City State Country Citizenship

5. FULL NAME ________ AGE ________
First Middle Last

PRESENT ADDRESS ________
St. & No. City State Country Citizenship

SEC. 8. FATHER-IN-LAW

FULL NAME NOT APPLICABLE
First Middle Last

LIVING OR DECEASED ________ DATE OF DECEASE ________ CAUSE ________

PRESENT, OR LAST, ADDRESS ________
St. & No. City State Country

DATE OF BIRTH ________ PLACE OF BIRTH ________

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY ________

CITIZENSHIP ________ WHEN ACQUIRED? ________ WHERE? ________
City State Country

OCCUPATION ________ LAST EMPLOYER ________

SEC. 9. MOTHER-IN-LAW

FULL NAME NOT APPLICABLE
(First) (Middle) (Last)

LIVING OR DECEASED ______ DATE OF DECEASE ______ CAUSE ______

PRESENT, OR LAST, ADDRESS ______
(St. & No.) (City) (State) (Country)

DATE OF BIRTH ______ PLACE OF BIRTH ______

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY ______

CITIZENSHIP ______ WHEN ACQUIRED? ______ WHERE? ______
(City) (State) (Country)

OCCUPATION ______ LAST EMPLOYER ______

SEC. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES:

1. NAME HENRY [redacted] RELATIONSHIP GREAT-UNCLE AGE 65(?)
   CITIZENSHIP FRENCH ADDRESS 27 RUE EDITH CAVELL, NICE FRANCE
   (St. & No.) (City) (State) (Country)

2. NAME CHARLES GRANDGERARD RELATIONSHIP SECOND COUSIN AGE 55(?)
   CITIZENSHIP ______ ADDRESS % OTIS ELEVATORS, BUENOS AIRES AR
   (St. & No.) (City) (State) (Country)

3. NAME ______ RELATIONSHIP ______ AGE ______
   CITIZENSHIP ______ ADDRESS ______
   (St. & No.) (City) (State) (Country)

SEC. 11. RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF THE U.S. OR OF A FOREIGN GOVERNMENT.

1. NAME CMDR. ROBT LEE [redacted] RELATIONSHIP COUSIN AGE 30
   CITIZENSHIP USA ADDRESS N.O.B., NORFOLK, VIRGINIA
   (St. & No.) (City) (State)
   TYPE AND LOCATION OF SERVICE (IF KNOWN) ______

2. NAME ______ RELATIONSHIP ______ AGE ______
   CITIZENSHIP ______ ADDRESS ______
   (St. & No.) (City) (State)
   TYPE AND LOCATION OF SERVICE (IF KNOWN) ______

3. NAME ______ RELATIONSHIP ______ AGE ______
   CITIZENSHIP ______ ADDRESS ______
   (St. & No.) (City) (State)
   TYPE AND LOCATION OF SERVICE (IF KNOWN) ______

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SEC. 12. EDUCATION

ELEMENTARY SCHOOL PS #63 / McDONOGH SCH. ADDRESS BALTIMORE, MD, USA / PIKESVILLE, MD, USA (City, State, Country)

DATES ATTENDED 1930-34-37 GRADUATE? YES

HIGH SCHOOL LOYOLA HIGH, MONTREAL, ADDRESS MONTREAL, QUE, CANADA (City, State, Country)

DATES ATTENDED 1937-1940 GRADUATE? YES

COLLEGE SIR GEO WILLIAMS COLL, ADDRESS MONTREAL, QUE, CANADA (City, State, Country)

DATES ATTENDED 1940-1942 DEGREE NONE

COLLEGE U OF MICHIGAN ADDRESS ANN ARBOR, MICH, USA (City, State, Country)

DATES ATTENDED 1945 (see P13) DEGREE B.A.

SEC. 13. MILITARY, NAVAL OR OTHER GOV'T SERVICE—U.S. OR FOREIGN

USA (Country) ARMY (Service) 1/LT (Rank) FEB 1943-OCT 1948 (Dates of Service)

GHQ FEC-TOKYO, JAPAN (Last Station) 0-937200 (Serial No.) HONORABLE (Type of Discharge)

REMARKS: WHILE ENLISTED, SERIAL WAS 31316266

SELECTIVE SERVICE BOARD NUMBER 5-A ADDRESS HARTFORD, CONN.

IF DEFERRED GIVE REASON

SEC. 14. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST.

FROM 15 AUG 48 TO 30 SEP 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

ADDRESS CCD-GHQ-FEC APO 500 POSTMASTER SAN FRANCISCO, U. (St. & No., City, State, Country)

KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR ROBT SPAULDING

(MILITARY) TITLE OF JOB LIAISON OFFICER SALARY $ 251 PER MONTH

YOUR DUTIES INTELLIGENCE ANALYST; REPORTS COORDINATOR + WRITER

REASONS FOR LEAVING RETURN TO USA FOR SEPARATION FROM ARMY.

FROM 1 APR 48 TO 15 AUG 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY.

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ADDRESS CCD-GHQ-FEC APO 500 POSTMASTER SAN FRANCISCO, USA
St. & No. City State Country
(MILITARY) KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR VINCENT MERCOLA
TITLE OF JOB DEPUTY CHIEF, News Agency SALARY $ 351 PER MONTH
YOUR DUTIES Asst chief of principal Allied press censorship bureau in Japan.
REASONS FOR LEAVING CENSORSHIP SECTION ELIMINATED

FROM 1 NOV 46 TO 31 MAR 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY
ADDRESS CCD-GHQ-FEC APO 309-POSTMASTER-SAN FRANCISCO USA
St. & No. City State Country
(MILITARY) KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR ROBT. SPAULDING
TITLE OF JOB CHIEF CENSORSHIP SUB-STA SALARY $ 321 PER MONTH
YOUR DUTIES Operated field censorship surveillance detachment
REASONS FOR LEAVING TRANSFERRED TO HQ IN TOKYO

FROM 15 MAR 46 TO 15 AUG 46

EMPLOYING FIRM OR AGENCY DEPT / ARMY
ADDRESS ARMY LANGUAGE SCHOOL (FT. SNELLING, MINN, USA / PRESIDIO OF MONTEREY, CAL, USA)
St. & No. City State Country
(MILITARY) KIND OF BUSINESS CIVIL AFFAIRS TNG NAME OF SUPERVISOR YUTAKA MUNAKATA
TITLE OF JOB RESEARCH EDITOR SALARY $ ARMY PER SGT.
YOUR DUTIES REVISED ARMY MANUALS, PREPARED CIVIL AFFAIRS COURSES.
REASONS FOR LEAVING COMMISSIONED; TRANSFERRED TO JAPAN

FROM NOV 1941 TO JUL 1942

EMPLOYING FIRM OR AGENCY T. EATON CO, LTD.
ADDRESS ST. CATHERINE ST, MONTREAL, QUE, CANADA
St. & No. City State Country
KIND OF BUSINESS DEPT. STORE NAME OF SUPERVISOR F.T. CLAYDON
TITLE OF JOB PHOTOGRAPHIC SALESMAN SALARY $ 20 PER WEEK
YOUR DUTIES SOLD CAMERAS AND PHOTO SUPPLIES
REASONS FOR LEAVING WAS PART-TIME JOB ACCEPTED WHILE IN COLLEGE

SEC. 15. HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? HAVE YOU LEFT A POSITION UNDER CIRCUMSTANCES WHICH YOU DESIRE TO EXPLAIN? GIVE DETAILS:

NOT APPLICABLE

SEC. 16. GIVE FIVE CHARACTER REFERENCES — IN THE U.S. — WHO KNOW YOU INTIMATELY — (GIVE RESIDENCE AND BUSINESS ADDRESSES WHERE POSSIBLE.)

	Name		Street and Number	City	State
1.	CAPT. GORDON WALLACE	BUS. ADD.	AIS-PRESIDIO/	MONTEREY	CAL.
		RES. ADD.	2160 COOLEY,	PALO ALTO	CAL.
2.	MR. GEORGE MOORE	BUS. ADD.	U/CALIFORNIA	BERKELEY,	CAL.
		RES. ADD.	571 NORTH,	OAKLAND,	CAL.
3.	MR. JOHN CHEATHAM	BUS. ADD.	117 E. PATRICK	FREDERICK,	MD.
		RES. ADD.	101 E. CHURCH	FREDERICK,	MD.
4.	MR. T. G. DRISCOLL	BUS. ADD.	1131 K ST. N.W.	WASH.	DC.
		RES. ADD.	725 S. ROYAL	ALEXANDRIA	VA.
5.	MR. R. H. KUNZMAN	BUS. ADD.	UP BUREAU	DES MOINES	IOWA
		RES. ADD.		UNK	

SEC. 17. NAMES OF FIVE PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES — NOT REFERENCES, SUPERVISORS OR EMPLOYERS — (Give residence and business addresses where possible.)

	Name		Street and Number	City	State
1.	MR. GEORGE FINNEY	BUS. ADD.	DEPT /AF	WASHINGTON	DC.
		RES. ADD.	2310 VALLEY DR.	ALEXANDRIA	VA.
2.	DR. MORRIS CRANE	BUS. ADD.	BALTIMORE AV	PHILADELPHIA	PA.
		RES. ADD.	"	"	"
3.	MR. BRADFORD COOLIDGE	BUS. ADD.	DEPT/STATE	WASHINGTON	DC
		RES. ADD.			
4.	MISS FLORENCE MIDDLEBROOK	BUS. ADD.		NONE	
		RES. ADD.	11 ARMSDALE	WETHERSFIELD,	CONN.
5.	MR. ANTHONY SAS	BUS. ADD.		UNK	
		RES. ADD.	323 E. 34TH	BALTIMORE,	MD.

SEC. 18. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U.S. — (Give residence and business addresses where possible.)

	Name		Street and Number	City	State
1.	MR. FRANK DUCHARME	BUS. ADD.	TRAVELERS INS.	HARTFORD,	CONN.
		RES. ADD.	26 LILLEY	W. HARTFORD	CONN.
2.	MR. JAMES KNOX	BUS. ADD.	G. FOX CO.	HARTFORD,	CONN.
		RES. ADD.		UNK	
3.	MRS. LOUIS FRANKLIN	BUS. ADD.	ALBERT STEIGER	HARTFORD,	CONN.
		RES. ADD.		UNK	

SEC. 19. FINANCIAL BACKGROUND

A. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? YES IF NOT, STATE SOURCES OF OTHER INCOME

B. NAMES AND ADDRESSES OF BANKS WITH WHICH YOU HAVE ACCOUNTS BALTIMORE NATIONAL BANK, HIGHLANDTOWN BRANCH, BALTIMORE, MD.

C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? NO
GIVE PARTICULARS, INCLUDING COURT:

D. GIVE THREE CREDIT REFERENCES — IN THE U.S.

	Name	St. & No.	City	State
1.	LEE'S INC	3424 EASTERN AV.	BALTIMORE	MD.
2.	MONTGOMERY WARD	2825 AV.	OAKLAND 16,	CAL.
3.				

SEC. 20. RESIDENCES FOR THE PAST 15 YEARS

From	To	St. No.	City	State	Country
1933	1937	[redacted] PRESSTMAN ST	BALTIMORE	MD	USA
1937	1939	[redacted] HARVARD AV	MONTREAL	QUE	CANADA
1939	1942	[redacted] MOUNTAIN ST	MONTREAL	QUE	CANADA
1942	1942	[redacted] LILLEY RD	W. HARTFORD	CONN	USA
1942	1942	MILITARY SERVICE			
1948	PRESENT	[redacted] ST. PAUL ST	BALTIMORE,	MD,	USA

SEC. 21. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES

	From	To	City or Section	Country	Purpose
A.	JUN 1937	SEP 1937	PARIS	FRANCE	VISIT
	JUL 1934	JUL 1934	NIAGARA PENINSULA	CANADA	VISIT
	SEP 1937	JUL 1942	MONTREAL	CANADA	RESIDENCE

FROM OCT 1944 TO JAN 1945 NORTHERN EUROPE WAR SERVICE
City or Section / Country / Purpose

FROM SEP AUG TO OCT 1945 TOKYO, SENDAI JAPAN MIL OCCUPATION
City or Section / Country / Purpose

FROM ______ TO ______
City or Section / Country / Purpose

B. LAST U.S. PASSPORT—NUMBER, DATE, AND PLACE OF ISSUE: UNKNOWN

HOW MANY OTHER U.S. PASSPORTS HAVE YOU HAD? NONE GIVE APPROXIMATE

DATES:

PASSPORTS OF OTHER NATIONS:

SEC. 22. CLUBS, SOCIETIES AND OTHER ORGANIZATIONS

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED:

✓ 1. AMERICAN VETERANS COMMITTEE (MEMBER AT LARGE)
Name and Chapter / St. & No. / City / State / Country

DATES OF MEMBERSHIP: NOV 1945 – JAN 1948

2. RESERVE OFFICERS ASS'N WASHINGTON DC USA
Name and Chapter / St. & No. / City / State / Country

DATES OF MEMBERSHIP: OCT 1948 – PRESENT

3. ______
Name and Chapter / St. & No. / City / State / Country

DATES OF MEMBERSHIP:

4. ______
Name and Chapter / St. & No. / City / State / Country

DATES OF MEMBERSHIP:

5. ______
Name and Chapter / St. & No. / City / State / Country

DATES OF MEMBERSHIP:

6. ______
Name and Chapter / St. & No. / City / State / Country

DATES OF MEMBERSHIP:

7. ______
Name and Chapter / St. & No. / City / State / Country

DATES OF MEMBERSHIP:

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SEC. 23. GENERAL QUALIFICATIONS

A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT" "FAIR" OR "FLUENT")

LANGUAGE JAPANESE SPEAK FLUENT READ FAIR WRITE FAIR

LANGUAGE FRENCH SPEAK FLUENT READ FLUENT WRITE FLUENT

LANGUAGE ______ SPEAK ______ READ ______ WRITE ______

B. LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU: INDICATE DEGREE OF PROFICIENCY IN EACH:

SWIMMING, SKIING, HORSEMANSHIP, FOOTBALL - GOOD.
BASEBALL, ICE HOCKEY, LACROSSE, VOLLEYBALL, BADMINTON - FAIR.
PHOTOGRAPHIC PROCESSES - STRONG AMATEUR INTEREST.

C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

HAVE AN ABILITY TO WRITE, EITHER REPORTORIAL OR EDITORIAL, WHICH MIGHT BE SUITABLE FOR RESEARCH OR SPECIAL REPORTS WRITING.

D. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1939:

NONE OTHER THAN DEPT OF ARMY FOR COMMISSION AS OFFICER.

E. IF, TO YOUR KNOWLEDGE, ANY OF THE ABOVE HAS CONDUCTED AN INVESTIGATION OF YOU, INDICATE BELOW THE NAME OF THAT AGENCY AND THE APPROXIMATE DATE OF THE INVESTIGATION:

MILITARY INTELLIGENCE DIV, WAR DEPT, + FBI CONDUCTED LOYALTY CHECK SOMETIME BETWEEN FEB 1947 AND JUN 1947.

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SEC. 24. MISCELLANEOUS

A. DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF, OR HAVE YOU SUPPORTED ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES? NO

IF "YES", EXPLAIN: ______

B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS? YES IF SO, TO WHAT EXTENT? OCCASIONAL WINES AND LIQUOR

C. HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE: NO

D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES," GIVE DETAILS BELOW:

NO

SEC. 25. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME JOHN B. [redacted] RELATIONSHIP FATHER

ADDRESS [redacted] ST. PAUL ST. (St. & No.) BALTIMORE (City) MD (State) USA (Country)

SEC. 26. YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED.

ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE WHICH MAY BE DISCOVERED IN SUBSEQUENT INVESTIGATION, WHETHER YOU WERE DIRECTLY INVOLVED OR NOT, WHICH MIGHT REQUIRE EXPLANATION? IF SO, DESCRIBE. IF NOT, ANSWER "NO."

NO

SEC. 27. I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.

SIGNED AT ALEXANDRIA, VIRGINIA (City and State) DATE 25 NOV 1948

Henriette C. Driscoll (Witness) [redacted] (Signature of Applicant)

CASASIN

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

14. - I HAVE NEVER HELD A FULL-TIME CIVILIAN JOB, SINCE I ENTERED THE ARMY DIRECTLY FROM COLLEGE.

19. - I HAVE NEVER BOUGHT ANYTHING ON CREDIT. THEREFORE, I HAVE LISTED THREE CONCERNS WITH WHICH I HAVE TRANSACTED NORMAL BUSINESS.

12. - I ACQUIRED SUFFICIENT CREDITS FROM THE ARMY JAPANESE SCHOOL AT THE U OF MICHIGAN TO RECEIVE A B.A. DEGREE, IN ABSENTIA, WHILE STILL ON ACTIVE SERVICE.

FROM SEP 1942 TO DEC 1942 I COMPLETED ONE SEMESTER AT TRINITY COLLEGE, HARTFORD, CONN.

Casasin

[redacted]

STANDARD FORM 50 (8 PART)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER 81, FEDERAL PERSONNEL MANUAL

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

Conc. 6 Jan. 1955 rwc

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. [redacted]	20 Jan. 192[illegible]		11 Jan. 1955

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
PROMOTION	E.O.D. 16 Jan 1955	50 USCA 403 J

FROM		TO
Area Ops Officer (Br. Ch) BC-171-13	8. POSITION TITLE	Area Ops Officer BCF-189-14
GS-0136.01-13 $8360.00 per annum 8560	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.01-14 $9600.00 per annum
DDP/SR SR/5	10. ORGANIZATIONAL DESIGNATIONS	DDP/SR Far East Area Japan Office of the Chief
Washington, D. C.	11. HEADQUARTERS	Tokyo, Japan
☐ FIELD ☒ DEPARTMENTAL	12. FIELD OR DEPT'L	☒ FIELD ☐ DEPARTMENTAL

13. VETERAN'S PREFERENCE: NONE	WWII	OTHER	5-PT.	10-POINT: DISAB.	10-POINT: OTHER	14. POSITION CLASSIFICATION ACTION: NEW	VICE	I. A.	REAL.	
			X							SD-FI

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 5-3400-20 TO: 5-3400-55-015	Yes		☐ CLAIMED ☐ PROVED STATE: Md.[?]

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

Subject to approved medical clearance prior to being sent overseas.

"Transfer TO Unvouchered funds FROM Vouchered funds."

POSTED
JAN 17 1955

ENTRANCE PERFORMANCE RATING:

Deputy Assistant Director for Personnel

22. SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE

14-00000

STANDARD FORM 50 (8 PART)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

rvs

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. [redacted] Casasin	20 Jan 1924		19 Jan. 1955

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
PROMOTION (AMENDMENT)*	B.O.B. 16 Jan 1955	50 USCA 403 J

FROM		TO
Area Ops Officer (Br. Ch) BC-171-13	8. POSITION TITLE	Area Ops Officer BCF-189-14
GS-0136.01-13 $8560.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.01-14 $9600.00 per annum
DDP/SR SR/5	10. ORGANIZATIONAL DESIGNATIONS	DDP/SR Far East Area Japan Office of the Chief
Washington, D. C.	11. HEADQUARTERS	Tokyo, Japan
☐ FIELD ☒ DEPARTMENTAL	12. FIELD OR DEPT'L	☒ FIELD ☐ DEPARTMENTAL

13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

SD-DI

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 5-3400-20 TO: 5-3400-55-015	Yes		☐ CLAIMED ☐ PROVED STATE: Ill.

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

*This action amends Item #9, on the "from" side, on Notification dated 11 Jan. 1955, to show the correct salary, previously shown as $8360.00 per annum.

Subject to approved medical clearance prior to being sent overseas.

"Transfer TO Unvouchered funds FROM Vouchered funds."

FOLDED
my 1/20/55

...ANCE PERFORMANCE RATING:

...uty Assistant Director for Personnel

22. SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

CONFIDENTIAL

☆ U. S. GOVERNMENT PRINTING OFFICE: 1954-313733

U.S. GOVERNMENT PRINTING OFFICE: 1953 - 867376

Occupational designation	2. Pay roll	3. Sheet No. 5-3400-20	4. Slip No.
Name (and ... number when appropriate) [redacted] Carrison	6. Grade and salary GS-13 $8360.00		

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.			NET PAY
[illegible]											
8. New normal											
9. Pay this period											

10. Remarks: $ 8990

PURSUANT TO DCI DIRECTIVE
EFFECTIVE 13 MAR. 1955
SALARY ADJUSTED TO:

11. Appropriation(s): SR 7

12. Prepared by: NZ 9 Nov 54

13. Audited by:

[X] Periodic step increase [ ] Pay adjustment [ ] Other step increase

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
Jan 55	5 Jul 53	$8360.00	$8560.00	(Signature or other authentication)

LWOP date (Fill in appropriate spaces covering LWOP following periods)

(Check applicable box in case of excess LWOP)

Less LWOP Total excess LWOP ... Initials of Clerk

FORM NO. 1126d—Revised
... by Comp. Gen., U. S.
General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MR. [redacted] Casasin	20 Jan. 1924		26 Sept. '56

5. NATURE OF ACTION REQUESTED
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
REASSIGNMENT

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: 21 OCT 1956

7. C S OR OTHER LEGAL AUTHORITY

FROM—		TO—
Area Ops Officer BCF-189-14	8. POSITION TITLE AND NUMBER	Area Ops Officer BCF-189-14
GS-0136.01-14 $10,535.00 p.a.	9. SERVICE, GRADE, AND SALARY	GS-0136.01-14 $10,535.00 p.a.
	10. ORGANIZATIONAL DESIGNATIONS	DDP/SR Far East Area Japan Office of the Chief
	11. HEADQUARTERS	Tokyo, Japan
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☒ FIELD ☐ DEPARTMENTAL (D)

A. REMARKS (Use reverse if necessary)

RE-SLOTTING FOR NEW APPROVED T/O.

B. REQUESTED BY (Name and title)
Robert D. Lovelace

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Phyllis M. Landrum Ext. 4407

D. REQUEST APPROVED BY
Signature:
Title:

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5 PT.	10 POINT DISAB	10 POINT OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

SD: DI

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M	FROM: 7-3400-55-015 TO: 7-3400-55-015	Yes		☐ CLAIMED ☐ PROVED STATE:

20. STANDARD FORM 50 REMARKS

APPROVED BY
FI CAREER SERVICE BOARD
R.A. Skeels (Guss), FI/CMO
DATE: 2 Oct 56

USED IN LIEU OF SF-50 NOTIFICATION OF PERSONNEL ACTION

21. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL	(initials)	11 OCT 1956
C. CLASSIFICATION		
D. PLACEMENT OR EMPL.	TAB: 10-9	
E.		

REMARKS:

POSTED
11 OCT 1956

F. APPROVED BY
Robert W. [signature] per [illegible] 9 Oct '56

OFFICE OF DCI

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
506102	[redacted]	DDP/SR	UV	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
14	2	$10,535	07	15	56	14	3	$10,750	01	12	58

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

9. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP
IF EXCESS LEAVE LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE

GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS 4 7-4/0 4005

CF

14. AUTHENTICATION

J.H. TMK 1/25

C. M. STEWART

PERIODIC STEP INCREASE - AUTHENTICATION

FORM NO. 560a 1 MAR 56 SECRET PERSONNEL FOLDER (4)

SECRET

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
[redacted] Carasten	506102	GS-14-3	$10,750	$11,835

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
506102	Carasten [redacted]	DDP/SR 8	UV	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
14	2	$10,535	07	15	56	14	3	$10,750	01	12	58

REMARKS

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED, OR PRINTED, NAME OF SUPERVISOR	DATE	SIGNATURE OF SUPERVISOR
BELIC, GEORGE	15 Jan 1958	George N Belic

PERIODIC STEP INCREASE - CERTIFICATION

FORM NO. 560 SECRET PERSONNEL FOLDER

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1955, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
DI	[redacted] Castren	506102	48 40	GS-14 4	$12,075	$12,990

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
506102	Castren [redacted]	DDP/SR 10	UV	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO	DA	YR	GRADE	STEP	SALARY	EFFECTIVE DATE MO	DA	YR
GS 14	3	$11,835	01	12	58	GS 14	4	$12,075	07	12	59

TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP
IF EXCESS LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE					
GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS
GF 4 742

14. AUTHENTICATION
C
C.M. STEWART
9/5/59
HF 7/31/59

PERIODIC STEP INCREASE - AUTHENTICATION

FORM 560a SECRET PERSONNEL FOLDER

ARF: 30 SEPT 1960

SEC.... (When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
006102	Cavasin [redacted]

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS	10 02 60	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
			X		1234 1000 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP SR SR 6 OFFICE OF THE CHIEF	WASH., D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER BR CH	0050	D

14. CLASSIFICATION SCHEDULE (GS, WB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 4	12990

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
16	10	60300	SR	75013		1	01 20 24		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 3 - FICA, 5 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)		33. SECURITY REQ. NO.	34. SEX
					EOD DATA		

35. VET. PREFERENCE (0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. MIL. SERV. CREDIT/LCD (1 - YES, 2 - NO)	39. FEGLI / HEALTH INSURANCE CODE (0 - WAIVED, 1 - YES)	HEALTH INS. CODE	40. SOCIAL SECURITY NO.
				1		

41. PREVIOUS GOVERNMENT SERVICE DATA CODE (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 12 MOS), 3 - BREAK IN SERVICE (MORE THAN 12 MOS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA: FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA: FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO TAX EXEMP.	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

E.D.ECHOLS dg 10-2-60

Form 6-60 1150 Obsolete Previous Editions SECRET

G E 10/18/60

1334-1000-10

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
006102	[redacted]	60 300 V 7	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 14	5	$13,250	01/08/61	GS 14	6	$13,510	07/08/62			

8. Remarks and Authentication

/ / NO EXCESS LWOP / / EXCESS LWOP

/ / IN PAY STATUS AT END OF WAITING PERIOD

/ / IN LWOP STATUS AT END OF WAITING PERIOD

JUL 5 12 05 PM '62
FED PAYROLL BRANCH

CLERKS INITIALS AUDITED BY

E.D.ECHOLS

PAY CHANGE NOTIFICATION

Form 9-61 560 Obsolete Previous Edition (4-51)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
006102	[redacted]	DDP/SR 7	V-20	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS-14	4	$12990	07	12	59	GS-14	5	$13250	01	08	61

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☒ EXCESS LWOP
IF EXCESS LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION
☐ P.S.I. ☐ L.S.I. ☐ PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

JAN 5 12 53 PM '61
FED PAYROLL BRANCH

E.D.ECHOLS

PAY CHANGE NOTIFICATION

FORM 2-60 560 OBSOLETE PREVIOUS EDITION REPLACES FORM 560a AND 560b. SECRET OFFICIAL PERSONNEL FOLDER (4)

14-00000

BAS: 16 AUG 62

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OEF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
006102	[redacted]

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
RESIGNATION	08 04 62	REGULAR

6. FUNDS	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
X	CF TO V	CF TO CF	3234 1000 1000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/SR SR/6 OFFICE OF THE CHIEF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER BR CH	0050	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 6	13510

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
45	10					01 20 24		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE; CODE)	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX
			1B00091				

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP; CODE)	39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVER, 1 - YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES; CODE; NO TAX EXEMP; STATE CODE)

POSTED
8-20-62

SIGNATURE OR OTHER AUTHENTICATION

E.D. ECHOLS

LLG 8/16/62

FORM 4-62 1150 Use Previous Edition

SECRET

(When Filled In)

SECRET

13 September 1960
(Date)
File No. K-1328

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT : [redacted] Cassin

1. Cover arrangements xxxxxxxxxxxxxxxxx/or have been completed for the above-named Subject.

2. Effective 12 September 1960, it is requested that your records be properly blocked xxxxxxx to deny xxxxxxxxxx Subject's current Agency employment to an external inquirer.

3. Operating component must take necessary action to block xxxxxx telephone locator by submitting the Personnel Information Card, "Office File Copy," Form No. 642, to Machine Records Division, Office of the Comptroller, Room 107 Curie Hall, Attention: Miss Wenkenbach.

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Paul P. Clement
for HARRY W. LITTLE, JR.
Chief, Central Cover Division

cc: SSD/OS
Operating Division - SR

THIS MEMO MUST REMAIN ... OF FILE

SECRET

580

14-13-40

D7

SECRET

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

VOUCHERED TO CONFIDENTIAL

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. [redacted] Casasin	20 Jan 1924		13 Dec 54

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)

PROMOTION

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE A. PROPOSED: 5 Jan. '55

B. APPROVED: [signature] 18 Jan 1955

7. C.S. OR OTHER LEGAL AUTHORITY

	FROM—		TO—
8. POSITION TITLE AND NUMBER	Area Ops Officer (Br. Ch.) BC-171-13		Area Ops Officer BCF-189-14
9. SERVICE, GRADE, AND SALARY	GS-0136.01-13 $8360.00 p.a.		GS-0136.01-14 $9600.00 p.a.
10. ORGANIZATIONAL DESIGNATIONS	DDP/SR SR/5		DDP/SR Far East Area Japan Office of the Chief
11. HEADQUARTERS	Washington, D.C.		Tokyo, Japan
12. FIELD OR DEPARTMENTAL	FIELD [ ] DEPARTMENTAL [X]		FIELD [X] DEPARTMENTAL [ ]

A. REMARKS (Use reverse if necessary)

PERIODIC STEP INCREASE ~~—~~ 2 Jan 55

PLEASE TRANSFER FROM VOUCHERED TO CONFIDENTIAL FUNDS. $560.00 M.J.

Memo stating why fitness report not necessary. M.J.

[signature] Hunsinger P/cmo

B. REQUESTED BY (Name and title): Robert W. Muenster

D. REQUEST APPROVED BY: Signature: R. L. Fedford

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension): Phyllis M. Landrum Ext. 3748

Title: DD/P Admin.

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER
	X		X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I.A.	REAL.

SR:FI

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 5-3400-20 TO: 5-3400-55-015	Yes		[ ] CLAIMED [ ] PROVED STATE:

21. STANDARD FORM 50 REMARKS

Effective date per [illegible] 1-11-55 [initials]

Conc. by Osborne 1-11-55 [illegible] 1-11-55

22. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL	MJ	4 Jan
C. CLASSIFICATION		
D. PLACEMENT OR EMPL.	[initials] [illegible]	5 Jan 55
E.		
F. APPROVED BY	Robert S. Fields 1-5-55	

REMARKS.

APPROVED BY
FI CAREER SERVICE BOARD
DATE: DEC 21 1954

SECRET

SECRET
(When Filled In)

NAME OF EMPLOYEE (LAST-FIRST-MIDDLE)	DATE OF BIRTH	CASE OR CLAIM NUMBER
[illegible] [redacted]	Unk	58-201

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee for an illness, injury, ~~or death~~ incurred on 4 Feb 1958.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF BCD REPRESENTATIVE
15 July 1958	[illegible]

[illegible]

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM NO. 1076
1 SEP 56

(4-21-35)

(When Filled In)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
[redacted] Casasin	~~X~~	57-41

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, ~~or death~~ incurred on 3 December 1958.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF BCD REPRESENTATIVE
28 AUG 1959	[illegible]

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 9-58 1076 USE PREVIOUS EDITION. SECRET (4-21-35)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED Mo	Da	Yr		V to V	V to UV
09	12	60	XX	UV to V	UV to UV

1. Serial No.	2. Name (Last-First-Middle)	3. Date of Birth Mo	Da	Yr	4. Vet. Pref.	Code	5. Sex	6. CS - EOD Mo	Da	Yr
006102	[redacted]	01	20	24	None-0, 5 Pt.-1, 10 Pt.-2	1	M			

7. SCD Mo	Da	Yr	8. CSC Retmt. Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo	Da	Yr	11. FEGLI Yes-1 No-2	Code	12. LCD Mo	Da	Yr	13. MIL. SERV. CREDIT LCD Yes-1 No-2	Code
										1					

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP SR FAR EAST AREA TOKYO STATION SOVIET BRANCH		TOKYO, JAPAN	

16. Dept.-Field (Dept.-Uslid.-Fron)	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	3	OPS OFFICER BR CH	189	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo	Da	Yr	25. PSI Due Mo	Da	Yr	26. Appropriation Number
14 4	$ 12,990	D	1	16	55	7	8	61	1134 7000 3000

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo	Da	Yr	29. Type Of Employee	Code	30. Separation Date
REASSIGNMENT TRANSFER OF FUNDS to Vouchered		10	02	60	REGULAR		

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP SR SR 6 OFFICE OF THE CHIEF		WASH., D. C.	

33. Dept.-Field (Dept.-Uslid.-Fron)	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	1	OPS OFFICER - BR CH	50 D-15	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo	Da	Yr	42. PSI Due Mo	Da	Yr	43. Appropriation Number
14 4	$ 12,990	D							1234 1000 1000

SOURCE OF REQUEST

A. Requested By (Name And Title): ANDREW L. BUSBY CH/SR/PERSONNEL — A. Busby

C. Request Approved By (Signature And Title):

B. For Additional Information Call (Name & Telephone Ext.): E. C. JOHNSON X4407

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	Russell Gage	9/16/60	D. Placement		
B. Pos. Control		10-10-60	E.		
C. Classification			F. Approved By		10 -

Remarks: Two copies of this action have been forwarded to the Office of Security.

Recorded by CSPD 10-5-60 W/P file

FORM 12-57 1152a (USE PREVIOUS EDITION) SECRET (4)

14-00000

NO[illegible]ICATION OF PERSONNEL ACTION

[illegible]

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
306102	Casasin [redacted]

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
RESIGNATION	5 [illegible]4 62	REGULAR

6. FUNDS		V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	X	CF TO V		CF TO CF	3234 [illegible]	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFF CLR DR CH	[illegible]5[illegible]	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.0[illegible]	14 6	1391[illegible]

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

Form 1150 4-62 Use Previous Edition

14-911

14-00000

ll c-ccug-62 (When Filled In)

(XxF)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 9 July 1952

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
006102 ✓	[redacted] ✓ Casasin

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
Resignation	05 / 04 / 62	Regular

6. FUNDS	X	V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
		CF TO V		CF TO CF	3234 1000 1000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/SR SR/6 Office of the Chief	Washington, D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
Ops Officer (Br Ch)	0050	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 06	$ 13250 570 pa 13510 ✓

18. REMARKS

Copy furnished Vouchered Payroll.

Recorded by CSPD

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
A. Busby ANDREW L. BUSBY, C/SR/PERSONNEL		[signature]	7/24/62

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. HOOTPS CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
45	10	60300 SR	15013		1	01 20 24		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 3 - FICA, 5 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX
			1,60,co,9,1				

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. MIL. SERV. CREDIT/LCD (1 - YES, 2 - NO) CODE	39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVER, 1 - YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 12 MOS), 3 - BREAK IN SERVICE (MORE THAN 12 MOS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED
Agy 8-15-62	[signature] Herman F Hoggins	7/24/62

FORM 8-61 1152 USE PREVIOUS EDITION.

SECRET

(4)

14-00000

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE *4 August 62* (Date) FOR THE FOLLOWING REASONS:

To accept private employment.

MY LAST WORKING DAY WILL BE	DATE SIGNED	SIGNATURE OF EMPLOYEE
4 August 62	*23 July 62*	[redacted]

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, Zone, State)

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 - "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary - Part Time		

Item 9 - "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:

FIRST LINE: Major Component (Director, Deputy Director, etc.) Office, Major Staff, etc.
- Division or Staff (subordinate to first line)
  - Branch
    - Section
      - Unit

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET

STANDARD FORM 144
JANUARY 1952
U.S. CIVIL SERVICE COMMISSION
FPM CHAPTERS L1 AND R3

STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

IMPORTANT: The information on this form will be used in determining creditable service for *leave purposes* and retention credits for *reduction in force.* The employee should complete Part I and the Personnel Office should complete Parts II through IV.

PART I.—EMPLOYEE'S STATEMENT

1. NAME (*Last, first, middle initial*) CASASIN
[redacted]

2. DATE OF BIRTH
20 January 1924

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENTS (*Do not include military service.*)

NAME AND LOCATION OF AGENCY	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	TYPE OF APPOINTMENT IF KNOWN
None CIA	49	11	20				

4. LIST PERIODS OF SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO MILITARY SERVICE, WRITE "NONE."

BRANCH	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	DISCHARGE (*Hon. or dishon.?*)
United States Army	43	Feb	15	48	Oct	27	Yes; honorable

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? ☐ YES ☒ NO
IF ANSWER IS "YES," LIST FOLLOWING INFORMATION.

TYPE IF KNOWN (*LWOP, Furl, Susp, AWOL, Mer Mar*)	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	TOTAL YEARS	MONTHS	DAYS

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS?
☐ YES ☒ NO
(*If answer is "Yes," in what agency were you employed at the time status was acquired?*)

7. ARE YOU:
A. THE WIFE OF A DISABLED VETERAN? ☐ YES ☒ NO
B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? ☐ YES ☒ NO
C. THE UNREMARRIED WIDOW OF A VETERAN? ☐ YES ☒ NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.
I swear (or affirm) that the above statements are true to the best of my knowledge and belief. CASASIN

1 August 51
(DATE)

[redacted]
(SIGNATURE)

Subscribed and sworn to before me on this ____ day of ________ 1952 at ________ ________
(MONTH) (CITY) (STATE)

SEAL

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

9. RETENTION GROUP

10. CSC STATUS (*For permanent employees only*)
☐ YES ☐ NO

11. SERVICE

YEAR	MONTH	DAY
5	8	12

12. TOTAL SERVICE
5 8 12

13. NONCREDITABLE SERVICE (*Leave purposes only*):

14. NONCREDITABLE SERVICE (*RIF purposes only*):

15. REEMPLOYMENT RIGHTS
☐ YES ☐ NO

16. RETENTION RIGHTS
☐ YES ☐ NO

17. EXPIRATION DATE OF RETENTION RIGHTS

CONFIDENTIAL
(When Filled In)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

CASASIN.

[redacted]

WITNESS:

Lorene E. Norbeck (signature)

Date: 9 August 1957

Office of Personnel
Lorene E. Norbeck

14-00000

4011

SECRET

9 December 1958

MEMORANDUM FOR: Secretary, CS/CSB

SUBJECT : Recommendation for Promotion to Grade GS-15 - [redacted] CASASIN - (1)

REFERENCE : Your memorandum dated 8 October 1958

1. The SR Division and the Chief of Station, Tokyo (FJTT-1950, attached) recommend the promotion of [redacted] to GS-15.

(1) (1)

2. Mr. [redacted] was last promoted 16 January 1955. On 17 February 1955 he arrived in Tokyo to serve as the senior SR officer in the FE field area, his present assignment. In this position he has continued to display qualities of leadership, initiative, imagination and thoroughness which resulted in his rapid rise in the Agency.

(1)

3. The very facts of Mr. [redacted] youth in relation to his responsibilities and the fact that promotion to his present level has been rapid, caused the Division and the Chief of Station, Tokyo to hold until this time a recommendation for his promotion which was submitted in June 1957. Most careful consideration has convinced us that not only is Mr. [redacted] deserving of the recommended promotion, but his elevation to the higher grade will be in the best interest of the Career Service and meet definite Division requirements for a senior officer at the GS-15 level.

(1)

Charles Katek

CHARLES KATEK
Acting Chief, SR Division

Distribution:
Orig & 6 - Addr

SECRET

14-00000

INFORMATION ADDRESSEE

Chief, SR

Chief, FE

Chief of Station, Tokyo

HEADQUARTERS FILE NO.

DISPATCH SYMBOL AND NO.

FJTT-1950

DATE

SUBJECT

REDWOOD/ADMINISTRATIVE
Promotion of [redacted]

REFERENCE(S)

FJTW-11531 (RYBAT), dated 11 October 1957
ACTION REQUIRED: See paragraph 2

[redacted] - 1
Baker - 2
Moury - 3
Nelson - 4

1. In line with paragraph 2 of Reference, after a period of six months we submitted an additional promotion fitness report on [redacted] under cover of FJTT-0601 dated 28 May 1958. Inasmuch as [redacted] was then at Headquarters on TDY, we requested that he review this fitness report and assumed that in doing so he would also discuss with [redacted]'s promotion, which both he and [redacted] felt was to be strongly recommended.

2. [redacted] was, however, not shown this fitness report at Headquarters, nor did he have the opportunity to discuss [redacted]'s promotion with [redacted]. In reviewing our records we are now concerned at the possibility of some administrative slip-up and would appreciate a word of advice as to how this promotion action is proceeding. We would like to reiterate that we now have not the slightest hesitation in recommending [redacted] for promotion and find that the fitness report submitted with FJTT-0601 still reflects our current high appreciation of his abilities and progress.

[redacted]

20 November 1958

Distribution:
2 - Chief, SR
2 - Chief, FE

Pers/S/Pers
✓ Pers

CONTINUED

OFFICIAL DISPATCH

FORM NO. 53 TEST
1 SEP 56

CLASSIFICATION

14-00000

Attachment to
FJTA-19609

MEMORANDUM No. 360   18 June 1957

TO : Chief of Station

FROM : Chief, Soviet Branch

SUBJECT: [redacted] - Recommendation for Promotion
[redacted] CASASIA

1. [redacted] has been under my supervision as Deputy and Case Officer for approximately fifteen months. Based on the knowledge of [redacted] as an individual gained during this period and upon his actual performance, I recommend that he be entered for consideration on the SR Division GS-14 to GS-15 promotion list at this time - June 1957. The slot and job which he now occupies, Chief, Soviet Branch, is, of course, adequate to accommodate such a promotion.

2. [redacted] operational performance has been outstanding and notably versatile during this period. He has engaged primarily in liaison and has been personally effective in terms of results achieved almost daily, in terms of reports, operational data, and joint enterprise; while, overall, he has established enduring professional relationships from which the organization as a whole should benefit for some time to come. In addition, owing in large part to unique personal talents, linguistic and otherwise, [redacted] has handled a number of unilateral cases most effectively. In the office, too, as well as in face-to-face operational situations, [redacted] has been outstanding. He has a flair for and a facility with the written word as evidenced by the amount of general and particular correspondence which he has initiated, and he knows the organizational "drill" intimately and from way back. Thus, I feel that he is qualified for the recommended promotion by ability and experience in both the internal and external aspects of the profession.

3. Relative to the more personal characteristics involved in the term managerial ability, judgments are necessarily more subjective but here, too, I consider [redacted] to be qualified in maturity, in judgment, and in experience. He would most certainly be a supervisor who could perform all the chores or handle all the situations which he would be calling upon subordinates to take care of, in itself, the beginning of any good supervisory relationship. In actual fact, he has had considerable experience in this regard already and the principal shortcoming I have noticed is a tendency to "carry" others by an extension of his own industry. [redacted] is not without his difficulties in the area of personal relationships. He is a purist at times and manifestly impatient in certain human situations where a shrug of the shoulders would be the

SECRET

14-00000

SECRET

...st reply. These characteristics do not always make for the best personal relations but are frequently obviated by intellect and above all are correctable and are being corrected.

4. In sum, [redacted]s qualifications, broad experience and proven abilities dominate his age, the only factor militating against a promotion at this time. It is therefore my sincere recommendation that a promotion recommendation be forwarded to Headquarters for consideration in the current mid-year lists.

[redacted]

Edward MARELIUS [redacted]

[redacted]

Print Edward of previous document

SECRET

SECRET

9 December 1958

MEMORANDUM FOR: Secretary, CS/CSB

SUBJECT: Recommendation for Promotion to Grade GS-15 [redacted] CASASIN - (1)

Chief of Sta[illegible]

REFERENCE: Your memorandum dated 8 October 1958

REFERENCE: [illegible]-11531 ([illegible]) dated [illegible]

1. The SR Division and the Chief of Station, Tokyo ([illegible], attached) recommend the promotion of [redacted] to GS-15. (1)

2. Mr. [redacted] was last promoted 16 January 1955. On 27 February 1955 he arrived in Tokyo to serve as the senior CS officer in the FE field area, his present assignment. In this position he has continued to display qualities of leadership, initiative, imagination and thoroughness which resulted in his rapid rise in the Agency.

3. The very facts of Mr. [redacted]'s youth in relation to his responsibilities and the fact that promotion to his present level has been rapid, caused the Division and the Chief of Station, Tokyo to hold until this time a recommendation for his promotion which was submitted in June 1957. Most careful consideration has convinced us that not only is Mr. [redacted] deserving of the recommended promotion, but his elevation to the higher grade will be in the best interest of the Career Service and most definite Division requirements for a senior officer at the GS-15 level.

[illegible]
Acting Chief, SR Division

Distribution:
Orig & 6 - Addr

SECRET

14-00000

C O P Y

FJTT-1950

25 November 1958

TO: Chief, SR

FROM: Chief of Station, Tokyo

SUBJECT: Promotion of [redacted] CASASIN (1)

REFERENCE: FJTW-11531 (RYBAT) dated 11 Oct 1957

1. In line with paragraph 2 of Reference, after a period of six months we submitted an additional promotion fitness report on [redacted] under cover of FJTT-0801 dated 28 May 1958. Inasmuch as Baker was then at Headquarters on TDY, we requested that he review this fitness report and assumed that in doing so he would also discuss with Maury [redacted] promotion, which both he and Nelson felt was to be strongly recommended.

2. Baker was, however, not shown this fitness report at Headquarters, nor did he have the opportunity to discuss [redacted] promotion with Maury. In reviewing our records we are now concerned at the possibility of some administrative slip-up and would appreciate a word of advice as to how this promotion action is proceeding. We would like to reiterate that we now have not the slightest hesitation in recommending [redacted] for promotion and find that the fitness report submitted with FJTT-0801 still reflects our current high appreciation of his abilities and progress.

WILLIAM E. NELSON

COPY
Attachment to
FJTA-19609

MEMORANDUM No. 360 — 18 June 1957

TO: Chief of Station

FROM: Chief, Soviet Branch

SUBJECT: [redacted] Recommendation for Promotion

CASASIN

(1) = CASASIN

1. [redacted] has been under my supervision as Deputy and Case Officer for approximately fifteen months. Based on the knowledge of [redacted] as an individual gained during this period and upon his actual performance, I recommend that he be entered for consideration on the SR Division GS-14 to GS-15 promotion list at this time - June 1957. The slot and job which he now occupies, Chief, Soviet Branch, is, of course, adequate to accommodate such a promotion.

2. [redacted] operational performance has been outstanding and notably versatile during this period. He has engaged primarily in liaison and has been personally effective in terms of results achieved almost daily, in terms of reports, operational data, and joint enterprise; while, overall, he has established enduring professional relationships from which the organization as a whole should benefit for some time to come. In addition, owing in large part to unique personal talents, linguistic and otherwise, [redacted] has handled a number of unilateral cases most effectively. In the office, too, as well as in face-to-face operational situations, [redacted] has been outstanding. He has a flair for and a facility with the written word as evidenced by the amount of general and particular correspondence which he has initiated, and he knows the organizational "drill" intimately and from way back. Thus, I feel that he is qualified for the recommended promotion by ability and experience in both the internal and external aspects of the profession.

3. Relative to the more personal characteristics involved in the term managerial ability, judgments are necessarily more subjective but here, too, I consider [redacted] to be qualified in maturity, in judgment, and in experience. He would most certainly be a supervisor who could perform all the chores or handle all the situations which he would be calling upon subordinates to take care of, in itself, the beginning of any good supervisory relationship. In actual fact, he has had considerable experience in this regard already and the principal shortcoming I have noticed is a tendency to "carry" others by an extension of his own industry. [redacted] is not without his difficulties in the area of personal relationships. He is a purist at times and manifestly impatient in certain human situations where a shrug of the shoulders would be the best reply. These characteristics do not always make for the best personal relationships but are frequently obviated by intellect and above all are correctable and are being corrected.

14-00000

CASASIN'S

4. In sum, [redacted]s qualifications, broad experience and proven abilities dominate his age, the only factor militating against a promotion at this time. It is therefore my sincere recommendation that a promotion recommendation be forwarded to Headquarters for consideration in the current mid-year lists.

EDWARD MARELIUS

1 June 1959

MEMORANDUM FOR: Chairman, CS Career Service Board

SUBJECT : Nominations for Promotion to GS-15

REFERENCE : Memorandum dated 14 May 1958 from Secretary, CS Career Service Board

1. After reviewing GS-14 employees assigned to the SR Division, I wish to again recommend the promotion of [redacted] Chief, Soviet Branch, Tokyo to GS-15. I concur also in the attached recommendation for the promotion of [redacted] prepared by the Chief of Base, Berlin.

CASASIN

CIA officer

2. The Chief of Station, Tokyo and I recommended [redacted]'s promotion in December 1953. This earlier recommendation presented the personal qualities of Mr. [redacted]. I wish simply to point out at this time that since early 1954, Mr. [redacted] has more than fully discharged responsibilities at the GS-15 level. I believe that it is definitely time to elevate him to the level at which he has been performing more than satisfactorily for over 5½ years.

CASASIN'S

Charles Katek

CHARLES KATEK
Acting Chief, SR Division

Distribution:
Orig & 6 Addressee w/att

14-00000

FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:
1. *The organization selection board with information of value when considering the application of an individual for membership in the career staff; and*
2. *A periodic record of job performance as an aid to the effective utilization of personnel.*

INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

TO THE FIELD SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 90 days, you will collaborate, if practicable, with his previous supervisors to [illegible] the report is accurate and complete. Primary [illegible] rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision you have discharged your supervisory responsibilities by frequent discussions of his work, so that [illegible] way he knows where he stands.

BY [illegible] DATE 29 NOV 1955
Posted Pos. Control P9S
Reviewed By PCD [illegible] 12/7/55

FIELD REPORT

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE [illegible]

CASASIN

SECTION I

LEAVE BLANK	1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
[redacted]	20 Jan 1924	M	(1) FI, (2) FP

4. GRADE	5. STATION DESIGNATION (Current)	
GS-14	USSR Base, Tokyo	SR 804

6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates)
30 September 1955	17 February - 30 September 1955

SECTION II *(To be completed by field supervisor)*

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Chief, USSR Base, Tokyo 0136.01	19 February 1955

3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS *(List in order of frequency)*

A. As Chief of Operating Base:
1. Manage and direct all operations against target area, and monitor products.
2. Supervise system of development and exploitation of operational leads.
3. Supervise proper administration and support of operations, including finances.
4. Conduct or supervise effective liaison with other KUBARK elements, with other Government agencies abroad and, when appropriate, with representatives of other governments.

B. As Senior SR Division Officer in Area:
1. Consult with or advise other KUBARK and non-KUBARK units on target area, government, and IS characteristics.
2. Make available to other KUBARK and non-KUBARK units area specialists, as required.

SECTION III *(To be completed at headquarters only)*

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (True)	2. NAME OF REVIEWING OFFICIAL IN FIELD (True)
Carleton B. Swift	W. Lloyd George

3. THIS REPORT [X] WAS [ ] WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.

4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES
Nov. 1955	Phyllis M. Lanham

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

FORM NO. 45a JUL 54 SECRET (4)

SECTION IV

This section is provided as an a[...] describing the individual. Your desc[...]on is not favorable or unfavorable in itself but acquires its meanin[...] relation to a particular job or assign[...]t. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply [...] some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE			APPLIES TO A REASONABLE DEGREE			APPLIES TO AN ABOVE AVERAGE DEGREE			APPLIES TO AN OUTSTANDING DEGREE		
SAMPLES: A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X											
B. PRACTICAL.										X				
1. A GOOD REPORTER OF EVENTS.													X	
2. CAN MADE DECISIONS ON HIS OWN WHEN NEED ARISES.												X		
3. CAUTIOUS IN ACTION.											X			
4. HAS INITIATIVE.												X		
5. UNEMOTIONAL.												X		
6. ANALYTIC IN HIS THINKING.														X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.													X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.												X		
9. HAS SENSE OF HUMOR.											X			
10. KNOWS WHEN TO SEEK ASSISTANCE.												X		
11. CALM.													X	
12. CAN GET ALONG WITH PEOPLE.											X			
13. MEMORY FOR FACTS.												X		
14. GETS THINGS DONE.													X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.														X
16. CAN COPE WITH EMERGENCIES.												X		
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.													X	
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.												X		
19. HAS WIDE RANGE OF INFORMATION.													X	
20. SHOWS ORIGINALITY.												X		
21. ACCEPTS RESPONSIBILITIES.													X	
22. ADMITS HIS ERRORS.												X		
23. RESPONDS WELL TO SUPERVISION.													X	
24. EVEN DISPOSITION.												X		
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.													X	

SECRET

26. CAN THINK ON HIS FEET.														X
27. COMES UP WITH SOLUTIONS TO PROBLEMS.											X			
28. STIMULATING TO ASSOCIATES; A "SPARK PLUG".												X		
29. TOUGH MINDED.												X		
30. OBSERVANT.												X		
31. CAPABLE.													X	
32. CLEAR THINKING.														X
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.												X		
34. EVALUATES SELF REALISTICALLY.												X		
35. WELL INFORMED ABOUT CURRENT EVENTS.													X	
36. DELIBERATE.													X	
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.												X		
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.											X			
39. THOUGHTFUL OF OTHERS.													X	
40. WORKS WELL UNDER PRESSURE.												X		
41. DISPLAYS JUDGEMENT.														X
42. GIVES CREDIT WHERE CREDIT IS DUE.													X	
43. HAS DRIVE.												X		
44. IS SECURITY CONSCIOUS.												X		
45. VERSATILE.													X	
46. HIS CRITICISM IS CONSTRUCTIVE.													X	
47. ABLE TO INFLUENCE OTHERS.											X			
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.												X		
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.													X	
50. A GOOD SUPERVISOR.												X		

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Capable operations officer with broad understanding of Soviet problems.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

SECRET
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SIN . STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [XXX] NO [ ] YES. IF YES, ... 22 11 07 AM '55

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

F. OTHER COMMENTS (*Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person*):

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,&D

A. *DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.*

- [ ] 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- [ ] 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- [ ] 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- [ ] 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- [ ] 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- [XXX] 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? [XXX] NO [ ] YES. IF YES, WHAT?

C. *DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.*

- [ ] 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY ..WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- [ ] 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION...IRKED BY RESTRICTIONS...REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- [ ] 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION..BOTHERED BY MINOR FRUSTRATIONS..WILL QUIT IF THESE CONTINUE.
- [ ] 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT...HAS "WAIT AND SEE" ATTITUDE..WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- [ ] 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION..MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION..THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- [XXX] 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION..BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- [ ] 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION..WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. *DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.*

- [ ] 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- [ ] 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- [ ] 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- [XXX] 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- [ ] 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- [ ] 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. *DIRECTIONS: Consider everything you know about this person in making your rating: skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.*

- [ ] 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- [ ] 2. OF DOUBTFUL SUITABILITY..WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- [ ] 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- [ ] 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- [ ] 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- [ ] 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- [XXX] 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. CHASAN GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[redacted]	20 Jan. 1924	M	DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Japan Station (REDWOOD)	Area Operations Officer

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-14		1 October 1955 to 30 September 1956

10. TYPE OF REPORT (Check one)				
		INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	X	ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
15 November 1956	Edward M. Chelius	Chief, Soviet Branch

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
21 November 1956	W. Lloyd George	~~Chief of Operations~~

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: 7

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
3		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

14-00000

(when filled in)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER. Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. C95951N GENERAL

1. NAME (Last) (First) (Middle): [redacted]
2. DATE OF BIRTH: 20 Jan. 1924
3. SEX: M
4. SERVICE DESIGNATION: DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: Japan Station (RECORD)
6. OFFICIAL POSITION TITLE: Area Operations Officer
7. GRADE: GS-14
8. DATE REPORT DUE IN OP:
9. PERIOD COVERED BY THIS REPORT (Inclusive dates): 1 October 1955 to 30 September 1956
10. TYPE OF REPORT (Check one): INITIAL [ ] ANNUAL [X] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [ ] SPECIAL (Specify)

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

X THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.

THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.

X I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.

I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):

B. THIS DATE: 15 November 1956
C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: Edward M Arelius
D. SUPERVISOR'S OFFICIAL TITLE: Chief, Soviet Branch

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

Posted Pos. Card — BY: R — DATE: 19 JAN 1957
Reviewed: JBM 1-22-57

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE: 21 November 1956
B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL: W. Lloyd George
C. OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief of Operations

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 6

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

FORM NO. 45 (Part I) 1 NOV 55 — REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45a WHICH ARE OBSOLETE — SECRET — Performance (4)

SECRET
(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

OFFICE OF PERSONNEL
JAN 3 11 15 AM '57

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

MAIL ROOM

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1: Deputy to Branch Chief	5	SPECIFIC DUTY NO. 4: Supervising	4
SPECIFIC DUTY NO. 2: Conducts Foreign Liaison	6	SPECIFIC DUTY NO. 5: Prepares correspondence and reports	6
SPECIFIC DUTY NO. 3: Prepares and manages projects	4	SPECIFIC DUTY NO. 6: Handles admin routine	4

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject has really superb natural equipment for work in this Organization in terms of mental capacity, psychological bent and affinity for the things and people he comes against. He tops this off with industry and language ability among other natural aptitudes. On the debit side and measured against the best, he is a bit shy of humor and personal understanding in some situations, qualities which mitigate more against acceptability than job competence.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....*productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents*....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 7

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [X] YES [ ] NO. IF YES, EXPLAIN FULLY:

Subject is an all around performer capable of a primary, in place of his present secondary, responsibility.

SECRET

14-00000

SECRET
(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF [illegible] THS THE RATED EMPLOYEE HAS BEEN UNDER Y[illegible] SUPERVISION

Six

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL.

Subject has a high all around potential. With respect to supervision below, he tends to support subordinates from his own energy rather [illegible] than to bring them along the hard way, and a normal tendency to avoid the categorical "no" - both tendencies easily correctable.

JAN 3 11 13 AM '57
MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Routine refresher training as appropriate.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

All normal. No limiting factors.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. C 45 A5 /N GENERAL

1. NAME (Last) (First) (Middle) [redacted]	2. DATE OF BIRTH 20 Jan. 1924	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Tokyo Station RSD/CCD	6. OFFICIAL POSITION TITLE Area Operations Officer		
7. GRADE GS-14	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1956 to 30 September 1957	
10. TYPE OF REPORT (Check one)	INITIAL / X ANNUAL	REASSIGNMENT-SUPERVISOR / REASSIGNMENT-EMPLOYEE	SPECIAL (Specify)

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
23 Oct 57	Lloyd GEORGE [signature]	CCS, Tokyo

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
16 Oct 1957	[signature]	Chief SOV Branch Japan Station

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: 7

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☐ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER

0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisor)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
3		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

FORM NO. 45 (Part II) REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45a WHICH SECRET Potential (4)

SECRET
(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR [stamp: OS PERSONNEL]

15

4. COMMENTS CONCERNING POTENTIAL

Subject is well suited for this business and the business for him. He should progress steadily to positions of great responsibility.

OCT 30 4 50 PM '57
MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Normal refresher a/o preparatory training as required.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

No limiting facters or personal circumstances known to the rater

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. *CASASIN* GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[redacted]	20 Jan. 1924	M	DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Tokyo Station REDWOOD	Area Operations Officer

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-12		1 October 1956 to 30 September 1957

10. TYPE OF REPORT (Check one): [ ] INITIAL; [X] ANNUAL; [X] REASSIGNMENT-SUPERVISOR; [ ] REASSIGNMENT-EMPLOYEE; [ ] SPECIAL (Specify)

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [ ] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.
Completed at Headquarters; subject not available *(Copy sent to field.)*

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
X	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
16 Oct 1957	*Edward Marelius*	Chief SOV Branch Japan Station

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

	DATE
Posted Per. Card: *[initials]*	27 NOV 1957
Reviewed by POD *[initials] 11/17*	

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
23 OCT 57	Lloyd GEORGE *[signature]*	COS, Tokyo

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: **6**

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET
(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

OFFICE OF PERSONNEL
OCT 30 1 50 PM '57
MAIL ROOM

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
No. 1: Deputy to Branch Chief	5	No. 4: Supervising	4
No. 2: Conducts Foreign Liaison	6	No. 5: Prepares correspondence and reports and handles administrative routine	5
No. 3: Prepares and Manages Projects	4	No. 6: Developes and handles Agents	5

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject has excellent natural equipment for employment in this organization in terms of his intelligence and natural apptitudes. Additionally, he brings a great deal of area knowledge and language ability to his present assignment. During the period covered by this report he has displayed great industry and devotion to duty in a variety of circumstances and achieved notable results in production and in the creation of both short and long-term assets for his unit. On the debit side I would say that he is somewhat too businesslike in many personal situations to the point of being almost humourless. This, however, is a quality which he does not permit to intrude upon the necessities of his operational work although it often shows in office relationships.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct on the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 7

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY....WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE....BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [ ] YES [X] NO. IF YES, EXPLAIN FULLY:

SECRET

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(When Filled In)

FITN. S REPORT (Part II) POTEN. L

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. EASASIA **GENERAL**

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[redacted]	20 Jan 1924	M	DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
FE, TOKYO, JAPAN	Area Ops Officer

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-14		1 October 1957 - 9 April 1958

10. TYPE OF REPORT (Check one): [ ] INITIAL [ ] ANNUAL [ ] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [X] SPECIAL (Specify) Promotion

SECTION F. **CERTIFICATION**

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
27 May 1958	William E. Nelson	

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
27 May 1958	John E. Baker	

SECTION G. **ESTIMATE OF POTENTIAL**

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: **5**

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

SECRET
(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

10 months

4. COMMENTS CONCERNING POTENTIAL

His potential for advancement is excellent. He has the right blend of operational know-how and supervisory talent to undertake positions of wider scope than he now holds. Although his advancement has been rapid for his age, his maturity, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Subject deserves at sometime within the next year or two the opportunity to broaden his experience either by command of a small station or advancement to a more responsible job in a large one.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

None

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	5	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE [illegible]
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	5	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	5	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

14-00000

SECRET
(When Filled In)

SK 8.

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. OAS151N **GENERAL**

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[redacted]	20 Jan 1924	M	DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
FE, TOKYO, JAPAN	Area Ops Officer

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-14		1 October 1957 - 9 April 1958

10. TYPE OF REPORT (Check one)						
		INITIAL		REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)
		ANNUAL		REASSIGNMENT-EMPLOYEE	x	Promotion

SECTION B. **CERTIFICATION**

1. FOR THE RATER: THIS REPORT [x] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

x	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
27 May 1958	William E. Nelson	

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

	BY	DATE
Posted Pos. Control	[signature]	14 JUL
Reviewed by FOD	OED	7/24/58

THIS [illegible] HAS BEEN PREPARED UNDER CRITERIA [illegible] AT THIS STATION AND IN CONSONANCE [illegible] IN ORDER TO MAKE FITNESS REPORTS AS [illegible] AND [illegible] AS POSSIBLE

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
27 May 1958	John E. Baker	

SECTION C. **JOB PERFORMANCE EVALUATION**

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5/6 — INSERT RATING NUMBER

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET
(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	*HAS AND USES AREA KNOWLEDGE*	*CONDUCTS INTERROGATIONS*
GIVING LECTURES	*DEVELOPS NEW PROGRAMS*	*PREPARES SUMMARIES*
CONDUCTING SEMINARS	*ANALYZES INDUSTRIAL REPORTS*	*TRANSLATES GERMAN*
WRITING TECHNICAL REPORTS	*MANAGES FILES*	*DEBRIEFING SOURCES*
CONDUCTING EXTERNAL LIAISON	*OPERATES RADIO*	*KEEPS BOOKS*
TYPING	*COORDINATES WITH OTHER OFFICES*	*DRIVES TRUCK*
TAKING DICTATION	*WRITES REGULATIONS*	*MAINTAINS AIR CONDITIONING*
SUPERVISING	*PREPARES CORRESPONDENCE*	*EVALUATES SIGNIFICANCE OF DATA*

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

OFFICE OF PERSONNEL
JUN 26 2 18 PM '58
MAIL ROOM

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY.
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1 As branch chief directs and plans operations of denied area branch.	5/6	SPECIFIC DUTY NO. 4 Conducts liaison with other U.S. agencies	6
SPECIFIC DUTY NO. 2 Conducts operational liaison with local security services.	6	SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 3 Develops and handles agents	6	SPECIFIC DUTY NO. 6	

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject is an exceedingly well-equipped operations officer. He is mature, intelligent, has a thorough background in operations in his area and the ability to grow in his job. His operational planning and execution is usually impeccable. He has the loyalty of his subordinates and the respect of his equals and supervisors. He is particularly effective in dealing in the liaison field where his good sense and disinterest in "fighting the problem" produces a maximum of cooperation and good will. If he has any minor fault as a supervisor, it is not in impatience with his subordinates, as reflected in previous evaluations, but in an occasional unwillingness to say no to them.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....*productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents*....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 6

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER	

SECTION A — GENERAL

CASASIN

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
[redacted]	20 January 1924	M	GS-14

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
		SR, Tokyo, Japan

8. CAREER STAFF STATUS		9. TYPE OF REPORT	
NOT ELIGIBLE: X	MEMBER	DEFERRED	INITIAL
PENDING	DECLINED	DENIED	ANNUAL: X
		REASSIGNMENT/SUPERVISOR	REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD (From: To:)	SPECIAL (Specify)
31 May 1959	10 Apr 58 - 31 Mar 59	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
NO. 1: Supervises and directs operational branch of some 17 persons	5	NO. 4: Case officer	6
NO. 2: Conducts operational liaison with local intelligence and security services.	6	NO. 5:	
NO. 3: Conducts liaison with U.S. military and civilian intelligence services	6	NO. 6:	

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS							X
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

FORM 45

SECRET

14-00000

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

OCT 22 ... 1959 AM '59 MAIL ROOM

Subject continues as one of the most capable, professional and hard working of the branch chiefs in the Station. Working against a tough denied area problem, he demonstrates imagination, drive, excellent area background and knowledge, and a high degree of productivity. He definitely has the potential for an even more responsible position.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
27 April 1959	signed on transmittal

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
22	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

	EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
	OTHER (Specify):		

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
27 April 1959	DC Tokyo Station	William Nelson signed on transmittal

3. BY REVIEWING OFFICIAL

X	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 April 1959	C/Tokyo Station	John E. Baker signed on transmittal

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
[redacted]	20 Jan 1924	M	GS-11

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
DI		FE/Tokyo Sta/SR

8. CAREER STAFF STATUS

	NOT ELIGIBLE		MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL	X	REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD	SPECIAL (Specify)
	From 1 Apr 59-31 24 June 60	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
SPECIFIC DUTY NO. 1: Chief, Soviet Branch, responsible for activities of 24 staff and 6 contract employees	6	SPECIFIC DUTY NO. 4: Case officer	5/6
SPECIFIC DUTY NO. 2: Responsible for station SR planning, budgeting, and operating activities	6	SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 3: Representing the station at varied levels in all SR matters	6	SPECIFIC DUTY NO. 6	

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS							X
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

FORM 8-58 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

14-00000

SECTION E — **NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

In most respects, this officer is one of the best I have known in this agency. He has a broad and deep knowledge of his target area, as well as of his "host" country; an excellent and proven degree of operational "know-how"; the ability to write and speak lucidly and effectively and with apparent ease; and a very high degree of motivation and devotion to duty. He can be expected to continue his dynamic and imaginative pursuit of a most difficult target. It is my opinion that this officer has great potential and is ready for increased responsibilities which would involve the promotion for which he has been recommended. As for training, a good managerial course might help to bring into even sharper focus his many talents.

This report has been prepared in accordance with F E Division standards which recognize the principle of rating the individual against the group. Thus an 'average' rating reflects an entirely satisfactory performance.

SECTION F — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
23 June 1960	[redacted]/s/ on transmittal

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

	EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
	OTHER (Specify):		

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 June 1960		Adam Brindle(P) signed on transmittal

3. BY REVIEWING OFFICIAL

✓	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	COS, Tokyo	John Baker/s/ on transmittal

SECRET

14-00000

SECRET
(When Filled In)

Recorded by CSPD

Casasin **FITNESS REPORT** [redacted]

EMPLOYEE SERIAL NUMBER

SECTION A [redacted] **GENERAL**

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
[redacted]	20 January 1924	M	GS-14

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
D	Branch Chief	OC/SR/6

8. CAREER STAFF STATUS					
	NOT ELIGIBLE		MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT			
	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL		REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD (From - To)	SPECIAL (Specify)
	July 1960-October 61	

SECTION B **EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES**

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
SPECIFIC DUTY NO. 1 Supervises large functional branch of thirty-seven staff and fifteen contract personnel.	5	SPECIFIC DUTY NO. 4 Conducts liaison with various components of the Agency and with other agencies.	6
SPECIFIC DUTY NO. 2 Plans and programs for operations support, including initiation of new support activities.	5	SPECIFIC DUTY NO. 5 Prepares and presents briefings.	6
SPECIFIC DUTY NO. 3 Supervises preparation of, and sometimes personally prepares, special studies both on own initiative and on request.	5	SPECIFIC DUTY NO. 6 Supervises maintenance of SR Division records on Soviet defectors, supports exploitation of defectors and participates in their resettlement.	5

SECTION C **EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION**

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D **DESCRIPTION OF THE EMPLOYEE**

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

SECTION E — **NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions for employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

19 JUL '61

MAIL ROOM

Mr. [redacted] has a good knowledge of Soviet matters and generally is very well informed. He continually demonstrates much initiative and a high degree of productivity. He is stimulating to his associates, businesslike and delegates work easily. He appears very self-confident and he is dynamic.

Mr. [redacted] supervises a very large and key branch engaged in a wide variety of activities, a difficult job which he does well.

SECTION F — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
9 November 1961	[redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
Twelve	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
9 November 1961	SR/Chief of Plans and Operations	[illegible] C. JOHNSON

3. BY REVIEWING OFFICIAL

X	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
21 NOV 1961	Chief, SR Division	JOHN M. MAURY

SECRET

14-00000

SECRET

JUN 1962

6/62

6 August 1962

[redacted]

CASASIN

Memorandum in Lieu of Fitness Report [redacted]

Subject: [redacted]

Casasin My last statements concerning the performance of [redacted] should be extended to cover the remainder of his service as Chief of SR/6. He departed headquarters for a field assignment 31 July 1962.

Quentin C. Johnson
QUENTIN C. JOHNSON
Chief of Operations and Plans
SR Division

CONCUR: Howard J. Osborn
HOWARD J. OSBORN
Chief, SR Division

Casasin

[redacted]

6 August 1962

Memorandum in Lieu of Fitness Report

Subject:

My last statements concerning the performance of should be extended to cover the remainder of his service as Chief of SR/3. He departed headquarters for a field assignment 31 July 1962.

[illegible] C. JOHNSON
Chief of Operations and Plans
SR Division

CONCUR:

[illegible] J. [illegible]
Chief, SR Division